



NATIONAL GUARD FEDERAL HUMAN RESOURCE OFFICE BULLETIN

2722 SW Topeka Blvd. Room 136 (North Side), Topeka, KS 66611

July-August 2010

Planning for the Future (Monitoring Your Credit)

Submitted by Bobbi Harvey
Human Resource Specialist/Employee Benefits

Planning for the future is not just about saving money and not just something you do just before retiring. Money is very important, but that's not all. There's a lot more to planning for your future than putting aside income out of each paycheck for retirement.

What else is there? Happiness, both today and in your future years, is based on your total well-being. So, when planning for your future, you also need to consider your total retirement well-being that encompasses the following:

- **Networking:** What are you doing today that will allow you to be engaged, challenged and fulfilled in retirement?
- **Overall Health:** What are you doing to stay healthy so that you can enjoy your retirement years?
- **Wealth:** How well are you managing your income and investing for your future so that you will be able to support your desired lifestyle in retirement?

Each week we'll send you a link to a website that will help answer one of the questions above. Please visit the web sites and share the links with your employees and your friends.

Free Annual Credit Report: Monitoring your credit report is an important step to good financial health and protection against identity fraud. The Federal Trade Commission is the ONLY authorized source for the free annual credit report that's yours by law. The Fair Credit Reporting Act guarantees you access to your credit report for free from each of the three nationwide credit reporting companies-Experian, Equifax, and TransUnion-every 12 months. You may use the link provided below to access the web site.

<http://www.ftc.gov/freereports>

Improve Your Health Care

Submitted by Bobbi Harvey
Human Resource Specialist/Employee Benefits

Are you visiting your health care clinician or pharmacist? It is important to be prepared. You can improve your care and the care of your loved ones by taking an active role in your health care. Ask questions. Understand your condition. Evaluate your options. This web site will help you create a personalized list of questions that you can take with you.

<http://www.ahrq.gov/questionsaretheanswer/questionBuilder.aspx>

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Technician Retirements

June, July, August 2010

Submitted by MSgt Robin Lewis
Human Resource Specialist/Employee Benefits

Army

Congratulations to Gloria Sherman who retires on 30 June 2010 as the Financial Manager at USPFO at Joint Force Headquarters in Topeka, KS. LTC Sherman has over 36 years of Technician Service. Best wishes to her and her husband Charles.

Best wishes to Dennis Noll who is retiring 30 June 2010. SGM Noll has over 34 years of Technician service as a Motor Vehicle Operator at USPFO at Joint Force Headquarters in Topeka, KS. We wish him and his wife Ellen all the best.

Congratulations to Alfred P. Besser Jr. 1SG Besser is retiring on 31 July 2010 with over 26 years of service as a Readiness Technician at the 287th SUST BDE at Larned, KS. Best wishes to him and his wife Jacqueline.

Congratulations to Ronald Reed who is retiring 31 July 2010. Ron has over 40 years of Technician service as the Training Administrator at RTS in Salina, KS. Best wishes to Ron and his wife Joan.

Best wishes to Lawrence Hannan who retires on 3 August 2010, as the Logistics Management Officer at Joint Force Headquarters in Topeka, KS. COL Hannan has over 23 years of service as a Technician. Congratulations to him and his wife Laura.

Technician Performance Appraisal Program

Submitted by Maj Julie Burns
Chief, Employee Services

All technician standards under the newly implemented Technician Performance Appraisal Program should have been completed in My Biz/My Workplace, <https://compo.dcpds.cpms.osd.mil> by 31 May 2010, unless the technician is currently serving on a trial period or is under a Performance Improvement Plan (PIP) under the previous appraisal program. The initial performance appraisal period is effective 1 April 2010 through 30 September 2010. Supervisors – if you have not completed standards on the technicians you supervise they need to be completed as soon as possible. An appraisal cannot be completed without standards and the 120 calendar day minimum period of performance must be met. Appraisals are to be completed within 60 days after the close out date.

Please refer to TPR 430, National Guard Technician Performance Appraisal Program, dated 5 Nov 09, NGKS Supplement 1 to NGB TPR 430, dated 18 Dec 09 and additional guidance on the Performance Appraisal Application in My Biz/My Workplace located on HRO's website at http://kansastag.ks.gov/opp_default.asp, click on Federal HRO, scroll down to the bottom of the page and click on the link for on-board personnel. Additionally, HRO has DVDs of the Performance Appraisal Program training conducted last March. If your unit would like a copy please contact me at 785-274-1170, DSN 720-8170 or by e-mailing Julie.burns3@us.army.mil. Point of Contact for the Technician Performance Appraisal Program is the Employee Benefits section.



TSP Funds Annual and Monthly Returns

June 1, 2010

	L 2040	L 2030	L 2020	L 2010	L Income	G Fund	F Fund	C Fund	S Fund	I Fund
2005	—	—	—	—	—	4.49%	2.40%	4.96%	10.45%	13.63%
2006	16.53%	15.00%	13.72%	11.09%	7.59%	4.93%	4.40%	15.79%	15.30%	26.32%
2007	7.36%	7.14%	6.87%	6.40%	5.56%	4.87%	7.09%	5.54%	5.49%	11.43%
2008	(31.53%)	(27.50%)	(22.77%)	(10.53%)	(5.09%)	3.75%	5.45%	(36.99%)	(38.32%)	(42.43%)
2009	25.19%	22.48%	19.14%	10.03%	8.57%	2.97%	5.99%	26.68%	34.85%	30.04%
2009										
June	0.09%	0.12%	0.14%	0.24%	0.26%	0.27%	0.54%	0.24%	0.73%	(1.08%)
July	7.01	6.16	5.16	2.44	1.94	0.28	1.59	7.58	8.66	9.74
Aug	3.41	3.02	2.57	1.30	1.07	0.28	1.03	3.62	3.85	4.87
Sept	3.56	3.14	2.63	1.32	1.08	0.26	1.07	3.74	5.94	3.79
Oct	(2.15)	(1.81)	(1.39)	(0.38)	(0.26)	0.26	0.51	(1.86)	(5.51)	(2.41)
Nov	3.98	3.55	3.00	1.47	1.27	0.26	1.30	6.00	3.85	3.16
Dec	2.12	1.85	1.50	0.70	0.59	0.25	(1.55)	1.94	6.57	1.43
2010										
Jan	(2.88)	(2.49)	(2.03)	(0.58)	(0.45)	0.29	1.54	(3.60)	(2.43)	(5.17)
Feb	2.18	1.94	1.61	0.81	0.74	0.24	0.38	3.11	4.89	0.06
Mar	5.15	4.52	3.75	1.61	1.43	0.27	(0.11)	6.04	7.39	6.28
Apr	1.05	0.94	0.76	0.51	0.50	0.28	1.07	1.58	4.82	(2.35)
May	(6.97)	(6.07)	(4.98)	(1.64)	(1.50)	0.28	0.85	(7.99)	(7.51)	(11.20)
Last 12 Months	16.89%	15.21%	13.01%	8.00%	6.84%	3.25%	8.48%	21.09%	34.21%	5.52%

Percentages in () are negative.

Returns represent earnings after deduction of accrued administrative expenses and, in the cases of the F, C, S, I, and L Funds, after trading costs and accrued investment management fees. Future performance of the funds may be significantly different. See the TSP Fund Sheets on the TSP website (www.tsp.gov) for additional information.

The Government Securities Investment (G) Fund is invested in special issues of U.S. Treasury securities. The Fixed Income Index Investment (F) Fund is invested in BlackRock's U.S. Debt Index Fund, which tracks the Barclays Capital U.S. Aggregate Bond Index (formerly Lehman Brothers U.S. Aggregate (LBA) Index). The Common Stock Index Investment (C) Fund is invested in BlackRock's Equity Index Fund, which tracks the S&P 500 Stock Index. The Small Capitalization Stock Index Investment (S) Fund is invested in BlackRock's Extended Market Index Fund, which tracks the Dow Jones U.S. Completion TSM Index. The International Stock Index Investment (I) Fund is invested in BlackRock's EAFE Equity Index Fund, which tracks the Morgan Stanley Capital International EAFE (Europe, Australasia, Far East) Stock Index.

The L Funds are invested in the individual TSP funds (G, F, C, S, and I). The L Funds were implemented on August 1, 2005.

Federal Retirement Thrift Investment Board

OC 06-4 (6/2010)

Technician Incentive Award Program

Submitted by Maj Julie Burns
Chief, Employee Services

NGKS Supplement 1 to NGB TPR 451, Technician Incentive Award Program, has been updated to be in accordance with the newly implemented Technician Performance Appraisal Program. Please review attached NGKS Supplement 1 to NGB TPR 451 dated 1 Apr 10 and use the attached NGKS Form 451 dated Apr 10 when submitting technician awards. The regulation and form can also be found on HRO's website at http://kansastag.ks.gov/opp_default.asp, and click on Federal HRO, scroll down to the bottom of the page and click on the link for on-board personnel. Point of Contact for this program is the Employee Benefits section. (See pages 5-7 of this bulletin for the NGKS Supplement 1 to NGB TPR 451 dated 1 April 2010 and Page 8 for the Incentive Award Recommendation & Web Site link).

Office of the Adjutant General
State of Kansas
2800 SW Topeka Blvd
Topeka, KS 66611-1287

NGKS Supplement 1 to NGB TPR 451
1 April 2010

TECHNICIAN INCENTIVE AWARD PROGRAM

This supplement documents the Kansas National Guard policy and procedures for the technician incentive awards program within the state of Kansas. The authority for this supplement is TPR 451 and the supplement complies with 5 USC Chapter 45. It contains guidance to be used by managers, supervisors and technicians in the proper use of the incentive awards program.

NGB TPR 451, dated 15 December 1998, is supplemented as follows:

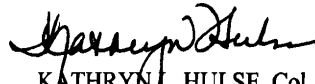
6d(1)(a) added. When based on a performance rating the rating must have been completed in the past 90 days and be attached to the NGKS Form 451. The rating of record must minimally be a "3 - Fully Successful" with no tasks, whether critical or non-critical, below "Fully Successful". The performance on which the award is based must have been maintained for at least 6 months in the same job and grade level. The appraiser will submit the completed form through the Local Approving Official (see Appendix A), to HRO for regulatory compliance and final approval. The appraiser will recommend an award amount on the NGKS Form 451. The amount recommended should be based on the contribution level of the employee and be in a range of 1% to 10% of the employee's annual salary. Recommendations that exceed \$10,000 will be forwarded by HRO to the Office of Personnel Management for approval. The Local Approving Authority may adjust the award amount based on contribution and funds availability by striking through the recommended amount, annotating the approved amount and initialing next to this amount. These awards will be processed for payment based on the date received in HRO.

6d(1)(b) added. When based on a Special Act or Service the person submitting the award will complete block 9 of the NGKS Form 451. The justification will be sufficiently detailed so that reviewers will understand the impact of the act or service. The completed form will be approved by the Local Approving Official and forwarded to HRO for regulatory compliance and final approval. The person submitting the award will recommend an award amount on the NGKS Form 451. The amount recommended should be based on the contribution level of the employee and be in a range of \$50 to \$500. The Local Approving Authority may adjust the award amount based on contribution and funds availability by striking through the recommended amount, annotating the approved amount and initialing next to this amount.

6d(2). To be nominated for a Quality Step Increase (QSI), the technician's most recent performance appraisal must reflect a "5 - Outstanding" in the rating of record and the rating of record must have been completed within the past 90 days. The appraiser will

submit the completed NGKS Form 451 through the Local Approving Official (see Appendix A), to HRO for regulatory compliance and final approval. A copy of the performance rating will be attached to the NGKS Form 451.

FOR THE ADJUTANT GENERAL



KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

This supplement supersedes JFHQKS Supplement 1 to NGB TPR 451 dtd 12 Feb 2009

APPENDIX A
LOCAL APPROVING AUTHORITIES
FOR INCENTIVE AWARDS

ARMY

The Adjutant General	Personnel in direct line of supervision
Chief of Staff	HQ, STARC/Directorate Staff/MSC's
USPFO for Kansas	USPFO
Human Resources Officer	HRO

AIR

The Adjutant General	Personnel in direct line of supervision
Director of Staff – Air	HQ, KSANG
Air Commander	184 th IW/190 th ARW
Human Resources Officer	HRO

Incentive Award Recommendation (Performance, Special Act or Service, Time-off, Quality Step Increase) For use of this form, see NGKS Supplement 1 to NGB TPR 451	
1. Name (Last, First, MI)/SSAN	2. Position (Title, Grade, Step, Salary)
3. Unit or Activity/Location	4. Position during period of recommendation or date of act (if other than Block 2)
5. Type of Award (Select One) <input type="checkbox"/> Performance <input type="checkbox"/> Special Act or Service <input type="checkbox"/> Time-off <input type="checkbox"/> Quality Step Increase	6. Award Amount Performance = % of salary 1-10% Time-off = # of hours NTE 40 hours Special Act or Service = \$50 - \$500
7. Period of Recommendation or Date of Act	8. Date of Recommendation
9. Justification	
SIGNATURES	
10. Recommending Supervisor	11. Local Approving Authority (Per Appendix A of NGKS Supplement 1 to NGB TPR 451)
Typed Name and Signature	Typed Name and Signature
12. HRO Incentive Awards Program Manager	13. Human Resources Officer

NGKS FORM 451, APR 10

This document is also available on our web site. Just click the link below for the fillable version.
<http://kansastag.ks.gov/FEDHRO.asp?PageID=125>

TECHNICIANS

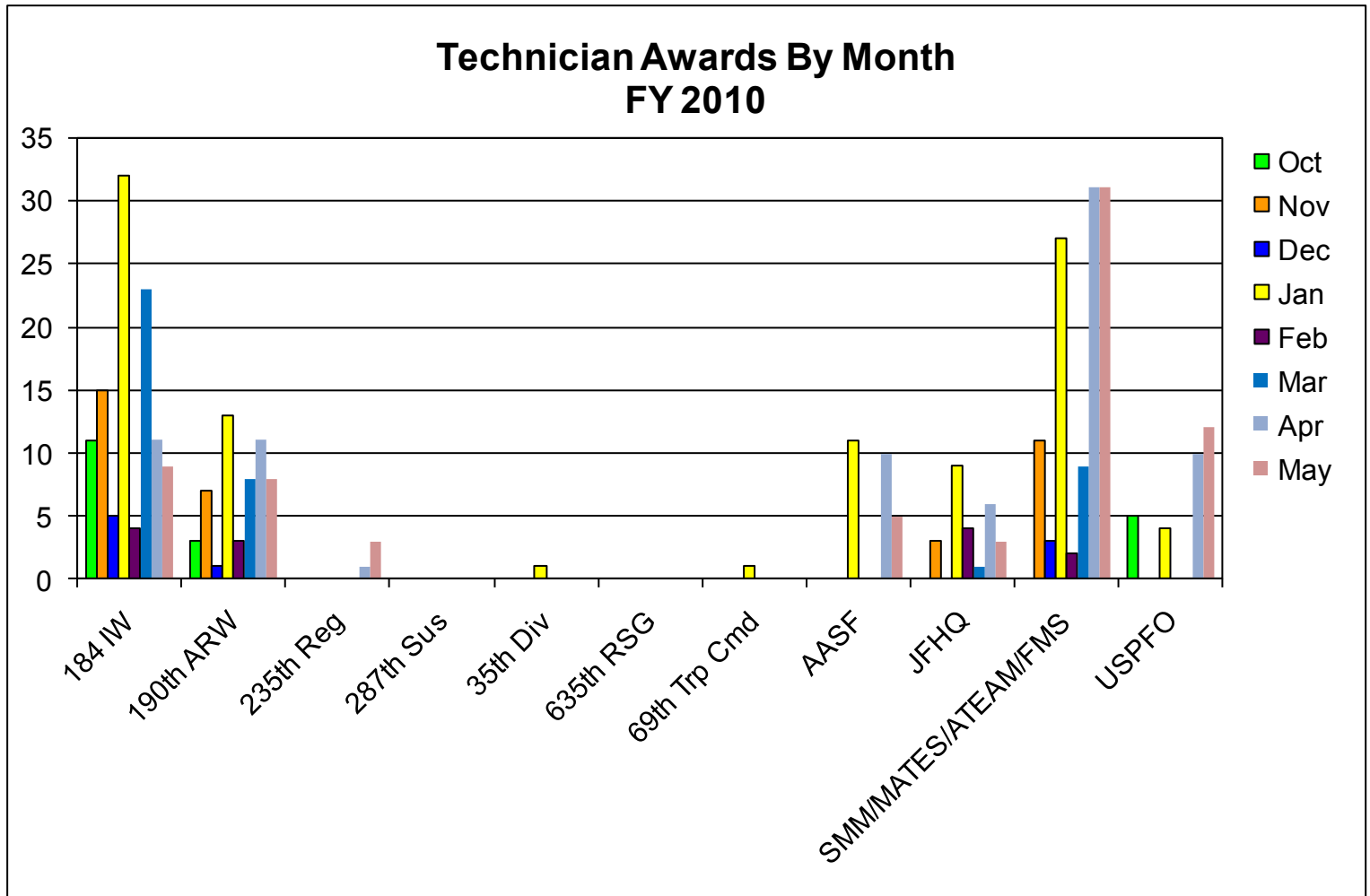
APRIL & MAY 2010

Submitted by MSgt Kathy Thornton
Human Resource Asst./Employee Benefits

Technician Awards

The graph below shows technician awards processed, i.e. Time-Off, On the Spot, Sustained Superior Performance, and Quality Step Increases (QSI) for the months of October 2009 through May 2010.

**Technician Awards By Month
FY 2010**



Technician

Accessions, Promotions, Reassignments, and Separations For the months of April and May 2010

Submitted by MSgt Kathy Thornton
Human Resource Asst./ Employee Benefits

ACCESSIONS

ASHLEY, ANDREW J., 184 IW
DAMMAN, ELIZABETH M., STAR MED DET
DAVILA, LOUIS A., 184 IW
EARLEY, RANDALL F., AASF 2
GILES, DAVID L., 184 IW
HARVEY, BRET D., 184 IW
KOHLMAN, RYAN C., AASF 1
LEISURE, MATTHEW D., 190 ARW
MAINS, PAUL R., FMS 7
SPRAWKA, CAROL S., ATEAM
STRONG, JONATHAN D., 190 ARW
WRIGHT, ANDREW R., 27TH SUST BDE

PROMOTIONS

BEOUGHER, STACY T., MATES
CABRERA, VICTOR H., AASF 2
EGGERS, WALTER W., DET 2 HQ STARC
HAWKS, THOMAS R. II., DET 2 HQ STARC
KELLER, DARRELL L., MATES
MARSHALL, TODD A., 184 IW
MERRIMAN, JAMES E., DET 2 HQ STARC
MORRIS, TIMMY E., DET 2 HQ STARC
NARRON, KURT D., FMS 4
PARSONS, TONY D., FMS 1
PERRY, WILLIAM G., FMS 8
RENEAU, TROY B., 184 IW
RIVERA, ADAM J., 184 IW
SNELLING, DUANE D., AASF 1
WADE, GARY E., 184 IW
WALLER, NEIL A., 184 IW
WHITEKILLER, JENNIFER D., ATEAM

REASSIGNMENTS

REASONER, MARK W., 170 MAINT CO.

SEPARATIONS

BAILEY, DERRICK L., JFHQ/DOM
BAILEY, JENNIFER J., 190 ARW
BEAT, ALAN L., 184 IW
BRETSNYDER, BRANDON T., FMS 9
CARROLL, JENNIFER L., M JFHQ/MIL PER SPT
CHING, REX S., JFHQ/FUSION CENTER
DEAL, JON S., FMS 8
DENT, TIMOTHY J., JFHQ/DOM
ELDER, RICKY W., JFHQ/CPBO
EPPERLY, JOSHUA K., 190 ARW
FELDT, MATTHEW D., HQ 1-161 FA BN
FELIX, DANIEL E., 2-137 IN BN
FINKEMEIER, SHANNA D., 190 ARW
GAWITH, RAYMOND L., 287TH SUST BDE
GLENN, LOGAN R., 190 ARW
HAMPTON, KENNETH E., JFHQ/CPBO
HELTON, PAUL A., ATEAM
HENDRICKSON, TANNER J., FMS 8
ISTAS, ANITA G., DCS
JOHNSON, JEREMIAH R., DOM
MAINS, PAUL R., FMS 8
MCBEE, GARY A., 184 IW
MCDOWELL, BRADLEY J., FMS 4
MILLER, MAX L., DCSOPS
NOYES, DANIEL L., FMS 5
O'CONNOR, JOSHUA J., FMS 7
ODEN, HEATH D., USPFO
PALMER, TRENTON B., AASF 2
PAVEY, JAMIE L., MATES
PEREZ, LESLIE D., HQ 2-137
RABB, JEREMY F., JFHQ/FUSION CENTER
REICH, BRANDON L., AASF 2
RIDER, PHILLIP T., FMS 7
SIMONS, JERRY C., JFHQ/DOM
SPRAGUE, ANDREW J., AASF 2
STAATZ, DRUE L., MATES
STEBENS, KODY L., CSMS
TENNISON, GARRET L., 190 ARW
WARD, JOSHUA C., AASF 1



Below are on-line services provided for all **technicians and their families** through the Employee Assistance Program (EAP), www.eapconsultants.com. For additional information about the EAP Program please contact EAP at 800-869-0276 or Maj Julie Burns at 785-274-1170.

EAP On-Line Services

EAP Consultants, Inc. - Member Access – Password is “goguard”

Request EAP Services – Request EAP services through secure access.

EAP Employee Orientation - Provides an overview of services available to employees and their family members.

EAP Supervisor Training - Instructions on how to use the EAP to help employees who have job problems.

Stress Management - Learn useful tips for managing life's stressful events.

Depression & Substance Abuse Screenings - Confidential depression or substance abuse screening.

Healthy Exchange - Online library provides practical information to help with relationships, stress, job issues, parenting issues, and more.

Wellness - Obtain reliable information and resources on a wide variety of health and wellness issues

Legal/Financial Library - A complete "Help-Yourself" Legal and Financial Resource.

Identity Theft - Provides extensive information on how to avoid and respond to Identity Theft.

Smoking Cessation - Use these resources to aid in quitting smoking.

HELPNET

On-Line EAP, Work/Life and Training Services

EAP Consultants, Inc. offers HELPNET, a comprehensive on-line EAP, Work/Life and Training service at no cost to both Kansas National Guard technician employees and their family members. Users may easily obtain expert advice and support, conveniently access community resources, learn new skills and conduct self-assessments through interactive tools and surveys. This confidential service is available on an unlimited basis, 24 hours per day. Topics include:

Health

Better understand your health and how to manage it through our articles, videos, and interactive tools. Explore topics such as healthy lifestyle, common diseases and medical conditions, children's health, home safety and alternative medicine. Take health and wellness assessments.

Balanced Life

Conduct searches for childcare, summer camps, adoption resources and senior care. Learn about managing the demands of work, family, and personal life. Use college-cost calculators and review resources for financing higher education. Obtain information on parenting, communication, pet care, aging, and planning for retirement.

Mental Health

Get help with stress, anger management, relationships, grief, substance abuse, depression, eating disorders, children's behavioral problems and much more. We offer hundreds of self-assessments, videos and articles related to mental and emotional health.

Financial

Review a wealth of high quality resources designed to help you navigate the financial maze, including financial calculators and 100s of tax forms. Obtain information on banking, budgeting, auto financing, insurance, investing and much more.

Legal

Access legal information on a wide variety of topics including real estate, taxes, elder care, consumer law and more. Whether you're having trouble with your landlord or problems with a traffic ticket, there's information here that will guide you through these challenges.

Training

Take any of our 45 professional, interactive training courses on numerous topics including Staying Positive, Leadership, Communications, Team Building, Supervision, Stress Management, Balancing Work and Family, and Personal Growth.

To use HELPNET, go to www.eapconsultants.com and click on Member Access. Your Password is goguard.

ON-LINE SUPERVISOR TRAINING

EAP Consultants, Inc. offers a brief and convenient on-line supervisor training to educate supervisors and managers about how the employee assistance program (EAP) can be utilized to assist employees having problems on the job.

The training teaches:

- How to use the EAP as a corrective action tool that improves employee performance/behavior
 - How our EAP Management Consultants will assist you in handling workplace issues
- How to effectively make and document a supervisory referral to the EAP

To view the training, go to www.eapconsultants.com click on Member Access, enter password goguard and select the "EAP Supervisor Training".

For additional information, contact EAP Consultants, Inc. at 800-869-0276.

Upcoming Events

Invitation to NGAKS Retiree Picnic/Briefing

Submitted by Michele Henry
NGAKS Executive Director

Who: Kansas National Guard Retirees and those about to retire.

What: Retiree Picnic/Briefing

When: 9 October 2010
(9:00 a.m. to 1:00 p.m.)

Where: Kansas National Guard Museum, Bldg. 301, Forbes Field, Topeka

Why: To gain TriCare information, to enhance long-term well being, enjoy lunch (provided by NGAKS), and sustain friendships among old and new friends.

RSVP: Please contact Michele Henry (Executive Director), by 7 October 2010, at 785-862-1066 or email: NGAKS@AOL.COM <[mailto: NGAKS@AOL.COM](mailto:NGAKS@AOL.COM)>.

Basic Allowance for Subsistence (BAS) Collections

Submitted by CW2 Morgan Davis
AGR Manager

ALARACT Message 105/2010, reinforces to commanders, G-1's, S-1s, and military pay offices that the law and Army regulation require collection for meals provided to Soldiers who are receiving full BAS under field conditions. This requirement is not optional. Unit commanders are responsible to initiate actions to collect reimbursement for meals provided to Soldiers receiving BAS during field training and to develop controls to monitor these collections.

A recent Army Audit Agency (AAA) report highlights that commanders, G-1's, and S-1's are not routinely ensuring that collections procedures are implemented. Appropriate documentation is not being submitted and processed through the pay offices to the Defense Finance and Accounting System (DFAS) for collection of Government provided meals. This constitutes poor stewardship of Army resources and is projected to cost the Army an estimated \$14.3 million in losses across the FY 10-15 budget cycles.

AGR NEWS

Submitted by CW2 Morgan Davis
AGR Manager



Professional Education Policy for AGR Soldiers

As of 29 April 2010, there has been a change to the way the Title 32 AGR Soldiers may attend Professional Education Courses.

Enlisted Soldiers are authorized to attend AC or RC NCOES courses for the WLC, BNCOC, ANCOC, and SMA. Soldiers are authorized to attend AC or RC MOSQ courses.

Soldiers will not attend Federal Officer Candidate School (OCS) or State Accelerated OCS with the intent of accepting a certificate of eligibility. In accordance with NGR 600-100, AGR Soldiers may attend the traditional State-sponsored OCS programs and accept a certificate of eligibility.

Title 32 AGR Soldiers will not attend Federal WOCS or State-sponsored WOCS programs with the intent of accepting a certificate of eligibility.

Title 32 AGR Warrant Officers are authorized to attend AC or RC training to satisfy Warrant Officer Education System (WOES) course requirements.

HRO AGR Personnel

CW2 Morgan Davis, AGR Manager	274-1182
SFC Katie Carnahan, AGR Staffing Specialist	274-1186
MSgt Doug Roudybush, Tricare Specialist	274-1164
SGT Daniel Forrest, HR Specialist	274-1330

Title 32 Commissioned Officers are authorized to attend AC or RC Captains Career Courses to satisfy their military education requirements.

Requests for waivers must be endorsed by each Soldier's chain of command through the State AGR Manager and sent to the Personnel Policy and Readiness Division, AGR Policy Section.

For further questions regarding this change, please contact CW2 Morgan Davis at 785-274-1182 or morgan.davis1@us.army.mil.

HRO Directory

Human Resource Office 2722 SW Topeka Blvd. Rm 136 Topeka, KS 66611

HRO Secretary: (785) 274-1180 HRO Fax: (785) 274-1604

Topic	Technician (785) 274-xxxx	AGR (785) 274-xxxx
Absence and Leave/Advance Technician Leave	x1172	x1838
Administrative Actions	x1172	x1182
Adverse Actions/Discipline	x1162	x1182
Awards	x1172	
Classification/Desk Audits	x1161	
Compatibility	x1160	x1186
Contract Negotiations	x1162	
Defense Personnel Data System	x1165	x1165
Death	x1172	x1838
Disability	x1172	x1164
Discipline	x1162	x1182
Employment Authorizations	x1172	x1838
Environmental Differential/Hazardous Duty Pay	x1172	
Equal Employment Opportunity	x1166	x1168
Family Programs	x1171	x1171
Employee Support of the Guard & Reserve	x1559	x1559
Employment Verifications	x1208	x1838
Flexible Spending Accounts	x1208	
Grievances	x1162	
Hatch Act	x1170	
Health Benefits	x1208	x1164
Hours of Duty	x1162	x1162
In-Processing	x1187	x1164
Injury Compensation	x1208	
Job Vacancy Announcements	x1160	x1186
Jury Duty	x1172	
Labor-Management Relations	x1162	
Life Insurance	x1208	x1838
Manning Document/Maintenance	x1163	x1186
Merit Promotion/Staffing	x1160	x1186
Military Deposits	x1208	
Pay Administration	x1160	x1838
Performance Management	x1172	x1182
Performance Plans/Appraisals OER's/NGOER's	x1172	x1182
Permanent Change of Station (PCS)	x1510	x1838
Personnel Records	x1160	x1838
Personnel Actions/Appointments/Conversions/Promotions/Reassignments/Separations/Pay	x1187	x1838
Physical Fitness Program	x1162	x1162
Positions Descriptions	x1161	
Position Management	x1161	x1186
Reduction-in-Force	x1160	